

Application Scoring Summary

Scoring System

If an application satisfies all applicable requirements, it will be evaluated and scored based on:

Points Possible:	CDBG	HOME and HTF
Constituency Served	36	36
Activity Design	14	10
Organizational Capacity	12	16
Readiness to Proceed	16	16
Market	19	19
MBE/WBE Participation	3	3
Total:	100	100

The minimum scoring threshold for applicants is 50 points. Any application that falls below its respective threshold will not be recommended for funding.

1. Constituency Served

If the proposed study or development intends to serve or consider the needs of the following populations, points will be awarded in accordance with the following list:

A. Income Category Targeting (maximum of 3 AMI level categories)

Points available to all Housing Needs Assessment applicants.

Points available for Feasibility Study, CHDO Loan or HTF Loan applicants with developments that are for a non-homebuyer activities.

- | | |
|--|-----------|
| 1. Less than or equal to 30% of area median income | 10 points |
| 2. 31%-40% of area median income | 8 points |
| 3. 41%-50% of area median income | 6 points |
| 4. 51%-60% of area median income | 4 points |

B. Income Category Targeting (maximum of 3 AMI level categories)

Points available for Feasibility Study, CHDO Loan or HTF Loan applicants for homebuyer activities.

- | | |
|---------------------------------|-----------|
| 1. 51-60% of area median income | 10 points |
| 2. 61-70% of area median income | 8 points |
| 3. 71-80% of area median income | 6 points |

C. Special Needs Population Targeting (maximum of 3 categories for 12 points)

(See Definitions in the Appendices for a description of each special needs group.)

Homeless/Transitional	4 points
Persons with Disabilities	4 points
Persons with a Mental Impairment	4 points
Single-Parent Households	4 points
Elderly	4 points
Migrant/Seasonal Farm Workers	4 points

Maximum Number of Points 36

2. Activity Design

A. Creative Citizen Participation

Applicant has demonstrated that it will use creative and effective means to solicit comments from and involve citizens and potential beneficiaries. Applicants should have multiple methods for soliciting input for their potential program/development. Means of advertising, collaboration with other service providers, methods of promotion or marketing, development specific surveys, meetings times, places, and dates will be evaluated.

3 points

B. Other Government Participation

Points available only for CDBG applicants.

Activity or development has received written approval for local government funding for the activities funded under this award (not for any subsequent development that results from this award). Letter of commitment should be provided with the application.

7 points

C. Letter of Support

Points available only for CHDO and HTF applicants.

Applicant has received a letter supporting the specific housing activity from the highest elected official of each local unit(s) of government (i.e., city, town, or county) in which the housing activity will be located. The letter should be placed in the application. If the housing activity is for a multi-jurisdictional effort, the applicant must include a letter of support from the chief elected official of each city, town, and/or county served.

7 points

D. Public Hearing Participation

Points available only for CDBG applicants.

The applicant must demonstrate via sign in sheet that a public hearing was held with a minimum attendance of 10 citizens. The applicant, subrecipient, and administrator staff will not be counted to meet the minimum attendance requirements.

4 points

-OR-

The applicant has demonstrated within the application that creative solicitation methods were used to encourage public participation at the required hearing.

4 points

Maximum Number of Points for CDBG	<u>14</u>
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Maximum Number of Points for HOME and HTF	<u>10</u>
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3. Organizational Capacity

A. Full-Time Staff

Points will be awarded if the applicant or subrecipient has demonstrated that they have at least one full-time, paid staff person dedicated to housing activities.

3 points

B. The Current Assets to Current Liabilities Ratio as defined by:

Points available only for CHDO and HTF applicants.

Current Assets / Current Liabilities = 2.0 or greater	6 points
Current Assets / Current Liabilities = 1.5 – 1.99	3 points

C. Comprehensive Community Plan

Points available only for CDBG applicants.

Points will be awarded if the applicant has had a comprehensive community plan completed within the last 10 years. To receive points the plan must address housing issues. A copy of the pertinent sections addressing housing, along with the cover page and pages showing publication date, must be included in the application for points to be awarded.

6 points

D. Community Development Partnerships

Points available only for CHDO and HTF applicants.

The applicant has demonstrated, via a copy of their membership, that it is an active member of one of the following:

- Indiana Association of Community and Economic Development (IACED)
- Indiana Coalition on Housing and Homeless Issues (ICHHI)
- Other statewide community development organization as listed and described in the applicant's application.

4 points

E. Suspension List

The applicant has not been on the IHFA suspension list within the past 12 months of the application due date.

3 points

Maximum Number of Points for CDBG	<u>12</u>
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Maximum Number of Points for HOME and HTF	<u>16</u>
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4. Readiness to Proceed

IHFA encourages applicants to expend funds in an effective and efficient manner and will provide points for the following:

- A. Third-party contracts required to complete the activity/development have been properly procured or the applicant or subrecipient intends to implement award activities.

5 points

B. Housing Development-Related Training

Points will be awarded for each of the following training activities that a current employee or board member of the applicant has attended prior to submitting the application. A member of the applicant's staff or board of directors has participated in the following:

- 1) Attended IHFA 2004 Application Workshop 3 points
- 2) Attended IHFA Sponsored Start-Up Training within the past 12 months 5 points
- 3) Other housing development-related training attended within the past 12 months (e.g., IACED-sponsored training, IDOC Grant Administrator certification, IHFA Housing Conference, or others as applicant describes in the application but not listed above or in the next section.) 3 points

Maximum Number of Points	<u>16</u>
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5. Market

- A. Qualified Census Tract, Area of Chronic Economic Distress, or a Federally Declared Disaster Area
Development is located in a "qualified census tract" of a metropolitan or non-metropolitan statistical area, an Area of Chronic Economic Distress, or a Federally Declared Major Disaster Area as designated by the Federal Emergency Management Agency.

To determine if the development is located in a Qualified Census Tract or an Area of Chronic Economic Distress see Appendix B and C. In order to receive points for a Federally Declared Disaster Area, the proposed activity must be on a site that was directly affected by the disaster within 3 years prior to application submission. The applicant must provide documentation from a qualified official verifying this fact. If the site address(es) is known, please provide a list in the application. If site locations are unknown, applicant must commit to developing a percentage of the units within a Qualified Census Tract, Federally Declared Disaster Area, or Area of Chronic Economic Distress.

7 points

B. Economic Factors

Points will be awarded based upon current economic factors of the housing activity county.
Economic Factors for your county are found in the Appendices.

1999 Per Capita Income	2 points
2002 Unemployment Rate	2 points
Highest Percentage Change in Population Between 1990 and 2000	2 points

C. Existing Structures

Points available only for Feasibility Studies, CHDO Loans or HTF Loans.

6 points

- 1) Development utilizes vacant structure for housing, regardless of the location, rehabilitates existing housing stock, or develops vacant lots in existing neighborhoods in an incorporated area for more than 50% of the units. **OR**
- 2) Development will utilize historic tax credits or the development contains units that are a historic resource. (Please provide a letter from the Department of Natural Resources, Division of Historic Preservation and Archeology, or other appropriate support documentation as evidence of either in TAB I.) **OR**
- 3) Development is a Federally assisted low-income housing development with at least 50% of its units in danger of being removed by a Federal agency from the low-income housing market due to eligible prepayment and conversion or financial difficulty. Applicant must include documentation from the Federal agency that will no longer be assisting the development, and must include an explanation as to why assistance is no longer available in the application. Such developments include, but are not limited to, the following:
 - a. Preservation-eligible developments under Title II Emergency Low Income Housing Preservation Act of 1987 (ELIHPA) or Title VI Low Income Housing Preservation Act of 1990 (LIHPRHA),
 - b. Developments with expiring Section 8 contracts, regardless of whether the owner has given notice of its intent to allow such contracts to expire,
 - c. Developments with HUD-held mortgages,
 - d. Troubled developments with that received assistance through the USDA Rural Development (RD) office. Applicants must provide a letter from the RD office that details the current situation for the development, and explains the need for housing subsidy, and
 - e. Developments participating in the HUD Portfolio Reengineering Program. Applicants must provide a letter of eligibility from HUD and be assigned a Participating Administrative Entity (PAE).

D. First Housing Needs Assessment

Points available only for Housing Needs Assessments.

Application is for the first housing needs assessment for the proposed geographic area to be funded by IHFA.

6 points

Maximum Number of Points	<u>19</u>
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6. Minority or Women Business Enterprise Participation

The following points shall be awarded if such an entity materially participates in the development (e.g. as a consultant, application preparer, administrator, etc.), professional services. In support of the MBE/WBE categories below, you **must** submit the following with your application: all applicable development, management, and contractor agreements (complete with fee structure), the names and addresses of all owners and their respective affiliation(s), and a copy of the certificate from the Indiana Office of Administration, Office of Minority Development.

A. Minority Business Enterprise (MBE) Participation

For applicants using third-parties, IHFA will award points when a Minority Business Enterprise has been chosen. Minority Business Enterprise means an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by one or more persons who are: (a) United States citizens and (b) members of a racial minority group, as evidenced by certification from the Indiana Department of Administration, Office of Minority Development. (IHFA understands that this Department does not issue certifications for housing. However, the certification from this Department is acceptable.) "Owned and controlled" means having: (a) ownership of at least 51% of the enterprise (stock of a corporation; interest in a limited liability company; or general partner of a limited partnership), (b) control over the management and being active in the day to day operation of the business, and (c) an interest in the capital, assets, profits, and losses of the business proportional to the percentage of ownership.

3 points

OR

B. Women Business Enterprise (WBE) Participation

For applicants using third-parties, IHFA will award points when a Women Business Enterprise has been chosen. Women Business Enterprise means an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by one or more persons who are: (a) United States citizens and (b) female in gender, as evidenced by certification from the Indiana Department of Administration, Office of Minority Development. (IHFA understands that this Department does not issue certifications for housing. However, the certification from this Department is acceptable.) "Owned and controlled" means having: (a) ownership of at least 51% of the enterprise (stock of a corporation, interest in a limited liability company, or general partner of a limited partnership), (b) control over the management and being active in the day to day operation of the business, and (c) an interest in the capital, assets, profits, and losses of the business proportional to the percentage of ownership.

3 points

Maximum Number of Points	<u>3</u>
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Reduction of Points for Completeness Issues / Technical Errors

One point will be deducted from the applicant's total score for each issue that is discovered regarding completeness of the application and/or technical issues with the resolution and assurances and certifications. This includes, but is not limited to, all items that are listed on the applicant's Completeness Checklist. Applications that pass the Threshold Review will still be scored and ranked according to IHFA's published scoring criteria. After the final score has been determined, points will be deducted from that score before it is ranked.

Maximum Number of Points	<u>-20</u>
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Notwithstanding the point ranking system set forth above, IHFA reserves the right and shall have the power to allocate funds to a development irrespective of its point ranking, if such intended allocation is: (1) in compliance with applicable statutes; (2) in furtherance of promoting affordable housing; and (3) determined by IHFA's Board of Directors to be in the interests of the citizens of the State of Indiana.

Assistance may be provided in the form of grants or loans; however, funds will be awarded only in amounts appropriate to the scope of the identified need. IHFA reserves the right to determine the exact amount and type of assistance needed for each individual housing activity.